



## Job Description

*MHDC Working Title: **Human Resources Manager***

*MHDC Position No.: **1006HC***

<i>Supervisor:</i>	<b>Director of Operations</b>	<i>Location:</i>	<b>Kansas City</b>
<i>MHDC Division:</i>	<b>Office of the Director</b>	<i>Merit Code:</i>	<b>8037</b>
<i>MHDC Department:</i>	<b>Human Resources</b>	<i>Merit Classification:</i>	<b>Human</b>
<i>Salary Grade:</i>	<b>B1(commensurate with education and experience up to \$60,000)</b>		<b>Resources Manager</b>

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**Principal Purpose of Position:** This is a responsible supervisory position that involves administering human resources policies, programs and practices, including planning, organizing, developing, implementing, coordinating, and directing. Duties include formulating policies and procedures for the Human Resources Department and recommending policies and practices to senior management.

**Essential Job Functions:**

- Develops and administers an effective recruitment program.
- Prepares, recommends, and maintains records and procedures for controlling personnel transactions and reporting personnel data.
- Designs personnel forms and directs the maintenance of personnel records by all departments.
- Serves as EEO specialist.
- Proposes, publishes, and administers personnel policies.
- Administers classification programs, which includes classifying and reclassifying positions, and writing job descriptions.
- Accepts all applications and works with applicants and department heads;
- Processes all new employees and all change-of-status forms.
- Maintains permanent personnel records.
- Provides public information such as verifying employment.
- Conducts orientation programs.
- Maintains affirmative action plan.
- Coordinates benefit program.
- Monitors unemployment claims and assists departments with appeals.
- Monitors performance appraisal programs.
- Coordinates risk management program.
- Coordinates safety programs.
- Monitors workers' compensation claims and coordinates work between employee and insurance carrier.
- Maintains complete attendance records.
- Annually reviews and makes recommendations to Executive Management for improvement of Agency's policies, procedures, and practices on personnel matters.
- Maintains knowledge of industry trends and employment legislation and insures Agency's compliance.

- Communicates changes in Agency personnel policies and procedures and insure proper compliance is followed.
- Assists executive management in the annual review, preparation and administration of Agency wage and salary program.
- Coordinates and/or conducts exit interviews to determine reasons behind separation.
- Consults with legal counsel as appropriate, and/or as directed by the Director of Operations on personnel matters.
- Works directly with department managers to assist them in carrying out their responsibilities on personnel matters.
- Recommends, evaluates, and participates in Staff Development for Agency.
- Develops and maintains a human resources system that meets Agency personnel information needs.
- Supervises the staff of the Human Resources Department.

#### Additional Duties And Responsibilities

- Accomplishes all tasks as appropriate.
- Maintains a high level of discretion when dealing with sensitive/confidential information.
- Develops and maintains a professional relationship with Management Staff and employees by ensuring a sense of mutual trust, concern, respect, and teamwork.
- Develops and maintains open and positive communication with all internal and external contacts including other company departments, consultants, and outside organizations and agencies.
- Keeps supervisor apprised of workload and works independently, with minimum supervision.
- Interprets a variety of instructions furnished in written, oral, or schedule form.
- Initiates a variety of business correspondence, documents, reports, etc. as needed, with emphasis on accuracy, neatness, and timeliness.
- Responds to inquiries from co-workers, vendors, consultants, contractors, and local, state, and federal officials.
- Operates computer equipment as necessary to complete expense reports, calendar functions, appointment letters, processes programs, obtains information and recalls reports.
- Updates, reviews and establishes new files on computer system as required.
- Achieves understanding and knowledge of software systems.

#### **Secondary Job Functions/Ability Requirements:**

- Performs job requirements in a professional manner.
- Solves practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Demonstrates a sense of urgency to meet deadline requirements.
- Possesses exceptional organizational skills and abilities.
- Remains aware of organization's objectives and performs duties with a loyal and cooperative attitude.
- Has the ability to handle multiple interruptions and adjustments to priorities.
- Adheres to the chain of supervision and ensures work time is accounted for in productive work performance.
- Communicates effectively in diverse situations ranging from routine to emergency.
- Adheres to work time schedule with regular and consistent attendance without excessive absences.
- Cooperates to assist others as required.
- Performs additional assignments as requested.

#### **Qualifications and Capabilities:**

To perform this job successfully, an individual must be able to perform each essential duty successfully. Reasonable accommodations shall be made to enable individuals with disabilities to perform the essential functions.

**Education and Experience Requirements:**

(The following education and experience qualifications are the minimum requirements used to admit or reject applicants for placement on merit system registers or may also be used to screen applicants for employment in non-merit Uniform Classification and Pay agencies. The specific qualifications for a position allocated to this class may vary due to the spectrum of jobs included in this broad classification band. Depending on the duties of the specific job assignment, a position may require specialized and/or additional education, experience and/or licensure/certification not included in the stated requirements. When applicable, equivalent substitutions will be allowed for deficiencies in experience or education. Certification for vacancies in this class is determined on a position-by-position basis.)

Four or more years of professional human resources experience in areas such as employee development, employee or labor relations, recruitment and selection, compensation, employee benefits, or job classification; and graduation from an accredited four-year college or university with specialization (15 or more semester hours) in personnel, business or public administration, labor or industrial relations, law, social sciences, education or closely related areas. (Graduate coursework in the specified education areas may be substituted on a year-for-year basis for a maximum of two years of the stated experience. Human resources experience at the level of Personnel Clerk or military pay grade E5 may be substituted on a year-for-year basis for the stated education.)

**Supervisory Responsibilities:**

This employee has supervisory responsibility for the entire Human Resources Department.

**Travel Requirements:**

Moderate. This employee may be asked to attend off-site training/classes on an as-needed basis. Additionally, he/she may be required to go to the St. Louis office and Jefferson City on occasion.

**Reading/Language Skills:**

Individual should have the ability to read, understand, and spell the English language, the ability to relate well with a diverse group of outside contacts and coworkers by phone, in person, and in groups, and the ability to follow and recall complex oral and written instructions.

**Physical Demands:**

The physical demands described are representative of those which must be met by an employee to successfully perform the essential functions of this position. While performing the duties of this job the individual is regularly required to sit, stand, walk, grasp, turn wrists, manipulate fingers, talk, and hear. The employee is also required to handle paper and office equipment. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.